



Dan Patrick
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Data Center Operator I (On-site position) Second Shift (Thursday - Monday, 3 p.m. - 11:30 p.m.)

POSTING NUMBER **22015**

DATE POSTED	March 25, 2022	APPLICATION DEADLINE	April 7, 2022
DEPARTMENT	Information Systems Division/Infrastructure and Operations Section		
SALARY	\$2,833.34 per month. The council also offers a generous benefits package. Please click here for more information.		
DESCRIPTION	Performs operational tasks on data center computer equipment. Monitors the infrastructure and systems of the data center and responds to system interventions and failures. Works independently with minimal supervision and completes job assignments in a timely manner.		
RESPONSIBILITIES	Primary responsibilities for this position include: <ul style="list-style-type: none">• Monitors the infrastructure and computer systems of a modern data center in order to maintain 24X7 operations.• Takes corrective action and/or contacts the appropriate staff or vendor when issues arise.• Assists other IS staff in resolving issues and installing equipment in the data center.• Performs operational tasks on data center computer equipment.• Completes assigned tasks in specialized daily work area.• Monitors regularly scheduled backups.• Services the non-business hours support line including assisting clients, contacting on-call staff, and generating and assigning incidents in the help desk ticketing system.• Consults with departmental staffs to stay current on system upgrades and equipment changes.• Complies with standards for security, data protection, fire prevention, and related matters.• Routinely lifts floor tiles and climbs ladders to install cables for equipment.• Monitor and assign help desk incident tickets for all IS I&O staff.• Routinely prepares and checks in/out onsite and offsite storage of tapes from nightly backups.		

TEXAS LEGISLATIVE COUNCIL

P.O. Box 12128, Capitol Station | Austin, Texas 78711-2128 | (512) 463-1155



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QUALIFICATIONS

Minimum qualifications for this position include:

- High school diploma or equivalent, supplemented by training or one to two years' experience in data center operations.
- Postsecondary education or equivalent experience in the operation of data center systems or a related IT field is necessary.
- Experience and education may be substituted for one another.
- Knowledge of information systems fundamentals.
- Knowledge of electrical and electronic safety procedures.
- Strong knowledge of Microsoft Windows applications and servers.
- Skill in troubleshooting, diagnosing, and analyzing computer and network problems.
- Ability to learn, understand, and apply increasingly complex operational procedures.
- Ability to deal effectively with others, to assist in developing methods and procedures, and to do detailed work rapidly and accurately.
- Ability to make accurate visual checks and work in a noisy environment with occasional long periods of unrelieved work in temperature-controlled rooms.
- Ability to maintain confidentiality of material and information.
- Ability to work flexible hours, including weekends and holidays.
- Ability to work overtime.
- Ability to maintain regular attendance and punctuality.
- Ability to work as a member of a team.

TO APPLY

To be considered, an applicant must submit a completed State of Texas Application for Employment (available on the council's website: <https://tlc.texas.gov/employment>).

Submit requested documentation by:

Email

TLCCareers@tlc.texas.gov (preferred method)

Fax

(512) 936-1064

Mail

Human Resources Office
Texas Legislative Council
P.O. Box 12128, Capitol Station
Austin, Texas 78711-2128

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As a condition of employment, legal proof of authorization to work in the U.S. must be provided.

Requests for accommodation and/or services in the application process should be made to the above-cited contact.